



Ireen Helmy

e-mail: ireen.shendy@aol.com

Mobile: 01123222219

Address: Building 7090, Mokattam, Cairo

Birth date: 2nd December, 1984

Education and Qualifications

- Cairo University - 2008
Bachelor of Commerce – Major: Accounting
- The American University in Cairo – 2011
Professional Post Graduate Diploma
Human Resources Management
- International Academy of Advanced Research and Studies – 2018
BTEC Level 7 – Strategic Management & Leadership

Professional Experience

CFO Executive Office Manager - Petrojet

December 2022 – Present

Main responsibilities

- Serve as a liaison with both internal and external stakeholders on behalf of the CFO.
- Implement and uphold the procedures of the office administrative system.
- Oversee the management of databases, including the creation and administration of electronic data and paper filing systems.
- Schedule, coordinate, and organize meetings and appointments.
- Manage and monitor the departmental budget of the CFO.
- Draft, handle, and respond to correspondence, complaints, and inquiries.
- Arrange and supervise induction and orientation programs for new employees.
- Oversee the annual Internship program for the finance department.

Expanded Responsibilities:

- Develop and enhance the performance evaluation system to improve effectiveness, and reliability of results.
- Manage and execute the Finance Department's business plan.
- Design and implement a cultural change program to enhance organizational engagement & alignment.
- Monitor and optimize training plans to ensure staff developed skill & growth.
- Support ERP system implementation, improving workflow efficiency and data accuracy.

Learning and Development Manager - Oil & Gas Skills

August 2016 – December 2022

Main responsibilities

- Designed, lead and managed the entire training cycle (Training Needs Analysis, planning, development, coordination, monitoring, and evaluation)

- Designed and developed comprehensive training programs.
- Interviewed, assessed, and selected training providers and instructors.
- Identified and determined suitable training methods and activities for each program.
- Established appropriate training venues and ensured all requisite logistics are available.
- Designed assessment systems to monitor and measure the efficiency of the training process.
- Designed and supervised the assessment systems to evaluate the actual impact of training programs on trainees' job performance.
- Oversaw pricing strategies for training programs (identifying pricing strategies and establishing schemes for special offers and discounts).
- Lead marketing initiatives for training programs (conduct market research, identify marketing channels, and manage the execution of the marketing plan).
- Monitored training courses sales activities.
- Engaged directly with strategic clients and business partners.
- Conducted financial analysis, budgeting, and cost control for the entire training operation.
- Managed contracts with business partners, clients, educational institutes and universities.
- Participated in the planning, organizing and execution of company's special events.

Project Supervisor - Oil & Gas Skills

January 2011 – July 2016

Main responsibilities

- Developed comprehensive project plans.
- Formulated and managed project budgets.
- Allocated and managed project resources effectively.
- Ensured that all projects are delivered on time, according to scope and within budget.
- Cultivated and managed relationships with clients, providers and business partners.
- Lead project team.
- Monitored project performance and progress.
- Prepared operational and financial progress reports for directors.
- Handled negotiations with providers and clients.
- Managed contracts with clients, business partners and providers.

Key Projects:

- Competency Assurance Management System (CAMS) projects.
- Organization Processes Re-engineering projects.
- Cultural Change Management projects.
- Corporate Assessment and Gap Analysis projects.

Project Coordinator - Oil & Gas Skills

January 2009 – December 2010

Main responsibilities

- Managed end-to-end project lifecycles, ensuring resource allocation and equipment logistics met stringent
- Served as the primary liaison between stakeholders, vendors, and clients to ensure seamless communication and scope alignment.
- Controlled project financials, including budget preparation, invoice issuance, and real-time expenditure tracking against projections.
- Established a comprehensive digital documentation system that improved information retrieval efficiency.

Training Coordinator - Oil & Gas Skills

April 2008 – December 2008

Main responsibilities

- Handled and organized the execution of training programs.
- Communicated with clients, trainees and instructors.
- Received and analyzed training courses feedback and instructors' performance.
- Drafted quarter and annual reports concerning training process progress.

Secretary - All in One (Interior design Company)

January 2008 – April 2008

Main responsibilities

- Scheduled Meetings with clients, service providers and business partners.
- Prepared and drafted letters, memos, reports, presentations etc.
- Developed and maintained a comprehensive filing system (electronic and paper records).

Volunteer Broadcaster, Video and Audio Editor - Good Shepherd TV

January 2005 – December 2007

Main responsibilities

- Video Editing Using Adobe premiere and Final Cut Pro.
- Audio Editing for Radio programs.
- Interviewer and broadcaster (Speak and read from scripted materials on radio and television).

Special Training Courses

- Problem Analysis & Decision Making – 2025 – ESLSCA.
- Process Safety, Risk Management and Leadership – 2013 – Oil & Gas Skills.
- Advanced Competency Based Talent Management – 2012 – IHRM.
- First Time Leader – 2011 – Oil & Gas Skills.
- Professional Secretary – 2009 – American Chamber of Commerce.

Skills:

- Leadership and team building skills
- Management skills
- Project management skills
- Analytical skills
- Emotional intelligence skills
- Problem solving & decision making skills
- Communication skills
- Negotiation skills
- Presentation skills
- Customer service skills
- Time management skills
- Team work and collaboration skills

Language Skills

- Arabic – Native Language.
- English – Fluent (reading, writing and listening Skills).

Computer Skills

- Professional at using Microsoft Office Suite: Word, Excel, PowerPoint, Teams, Outlook